



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 22, 2018

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 23, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, February 5, 2018**. Applications will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM V

Chief Contract Official  
Bureau of Design & Environment  
Office of Program Development  
Springfield

Attachments  
42607

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Monday, February 5, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technical Manager V

**Salary:** \$6,020 - \$8,115\*

**Position Title:** Chief Contract Official

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW415-23-65-308-21-01

**IPR#:** 42607

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#### Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Design and Environment/ 2300 South Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position plans, coordinates and controls all interrelated activities necessary for the administration of the Department's competitive bidding process and the subsequent rejection or award and execution of construction contracts.

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#### Special Qualifications:

##### *Desired:*

- Bachelor's degree preferably with major courses in business, public finance or public administration
- Seven years of experience in public or business administration
- Thorough knowledge of state and federal procurement laws, rules and regulations
- Working knowledge of governmental operations and public finance as related to highway activity
- Thorough knowledge of the ELM Letting Management system
- Ability to plan and direct efforts of employees for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	January 11, 2018	<b>POSITION:</b>	Chief Contract Official
<b>APPROVED BY:</b>	Priscilla Tobias	<b>OFFICE:</b>	Program Development/ Bureau of Design & Environment
<b>CODE:</b>	PW415-23-65-308-21-01	<b>REPORTS TO:</b>	Project Management Unit Chief

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***Position Purpose***

This position plans, coordinates and controls all interrelated activities necessary for the administration of the Department's competitive bidding process and the subsequent rejection or award and execution of construction contracts.

***Dimensions***

Personnel Supervised:	7
Number of Lettings per Year:	7 - 10
Annual Number of Contracts Advertised & Executed:	1,200 – 1,500
Annual Value of Contracts:	+ \$1 B

***Nature and Scope***

This position reports to the Project Management Unit Chief. Reporting directly to this position are the Senior Contract Specialist, Contract Official, Contract Specialist, and Office Coordinator.

This position is responsible for planning, coordinating, supervising, and controlling the activities of a staff engaged in preparing and issuing bidding documents to prospective bidders for the Office of Program Development, Office of Highways Project Implementation/Bureau of Operations, Division of Aeronautics, and the Department of Natural Resources/Office of Water Resources and Division of Land Reclamation construction contracts; advertising for bids and conducting lettings; securing federal and/or local agency concurrence in awarding or rejecting contracts; preparing and processing documents necessary for construction contracts and contract bonds; and other related duties essential to certify compliance with state and federal laws regarding lettings on behalf of the Department.

The greatest challenges of this position are the incumbent's ability to maintain a smooth flow in advancing projects through the letting stage to construction and the ability to anticipate problems and forestall difficulties in the bidding process by maintaining an ongoing surveillance system to guarantee compliance with federal and state laws and departmental policies and procedures. The impact of error in noncompliance with these foregoing would, at the least, seriously embarrass the Department and, at the most, cost the state millions of dollars in litigation. Typical problems include the need to constantly remind prospective bidders to conform to applicable laws and regulations and maintain bidding and contract execution continuity, complicated by processing three or more lettings simultaneously.

The incumbent is responsible for conducting departmental lettings; identifying and recommending revision of sequences in the bidding cycle that might be done more efficiently without jeopardizing conformance with state and federal laws; furnishing data required by the Executive Office and legal officers (departmental, other state and federal) for legal investigations and/or court action. In addition, s/he is a member of the Awards Committee, which is responsible for certifying low bid requirements and recommending to the Secretary which contracts should be awarded or rejected.

This position accomplishes responsibilities through the *Senior Contract Specialist, Contract Official, Contract Specialist, and Office Coordinator* that prepare and issue bidding documents (60,000 annually); certify bid checks, bid bonds and low bid documents; and prepare legal documents for execution; preparing of Transportation Bulletins and newspaper advertisements; issuing of addendums to bidding documents; securing concurrences; preparing and issuing award and rejection letters; preparing correspondence, tabulations and reports relative to the bidding cycles; and reviewing and approving all certificates of insurance, railroad protective liability insurance policies, bid tabulations and reports relative to the bidding cycles for the Department for the life of a construction project.

The incumbent is given great latitude in the decision making necessary to fulfill these objectives and must consult with the Project Management Unit Chief or Project Coordination and Implementation Section Chief only in cases of extreme ambiguity or discrepancies. This position is constrained by applicable departmental/state/federal policies and guidelines.

This position is in constant contact with central operating bureaus, all districts, the Executive Office, Office of Chief Counsel (as well as other state and federal attorneys), the FHWA, railroad officials, contractors, material suppliers, and the general public. Maximum tact, diplomacy, integrity, mature judgement and a thorough knowledge of state and federal procurement laws, policies, procedures and regulations is mandatory.

The effectiveness of this position can be measured by the low degree of involvement required in the bidding process by upper management and the high regard accorded this operation by contractors, insurance agencies and bonding companies.

### ***Principal Accountabilities***

1. Coordinates bid opening activities on letting day for contracts involving the Office of Highways Project Implementation/Bureau of Operations, Division of Aeronautics, and the Department of Natural Resources/Office of Water Resources and Division of Land Reclamation projects.
2. Prepares the Transportation Bulletin for the Office of Highways Project Implementation/Bureau of Operations, Division of Aeronautics, and the Department of Natural Resources/Office of Water Resources and Division of Land Reclamation projects.
3. Ensures compliance in the bidding process with all applicable state and federal policies, procedures and laws.
4. Prepares and processes documentation necessary for construction contracts and contract bonds.
5. Ensures the complete and accurate disposition of bids and awards as well as the execution of all contracts under the jurisdiction of the Office of Program Development and the Office of Highways Project Implementation/Bureau of Operations.
6. Provides the complete and accurate record of all activities and correspondence involved in the bid letting cycles.
7. Trains, motivates and evaluates all staff.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.